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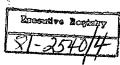
R	OUTING AND	RECOR	D SHÆET		
SUBJECT: (Optional) Current Directorate of Administration Activities					
FROM: Harry E. Fitzwater Deputy Director for Admin	nistration	EXTENSION	DDA 81-1497/16  DATE  30 October 1981		
TO: (Officer designation, room number, and building)	DATE  RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
1. Deputy Director of Central Intelligence	031	X			
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FORM 610 USE PREVIOUS EDITIONS

SECRET

DD/A Registry 81-1497/16

30 October 1981



MEMORANDUM FOR:	Deputy Director of Central Intelligence	
FROM:	Harry E. Fitzwater Deputy Director for Administration	
SUBJECT:	Current Directorate of Administration Activities	25X1
		25X1
rights Alternate Routineffort, SKYLINK	fice of Communications has formulated a plan to maintain reliable in the Middle East should we lose our Base Station operating.  The initial step would involve implementing our Tiered and Plan (TARP) and proceeding from there. In relation to this SC-3 site surveys are being planned for Abu Dhabi, Muscat, and riority basis.  A9c4.1	25X1 25X1 25X1
entitlement has	the period July - September that the Interim Overseas Different been in effect, the number of employees assigned abroad under in an overpay status dropped from Headquarters area are also in an overpay status).	<b>tial</b> 25k1 25X1
from the Departs common problems reaffirmed their area and they ex	entatives from the Office of Information Services met with office ment of State's Classification/Declassification Center to discuss being encountered in classification review. State's representation review in continuing to work closely with the Agency in this expressed particular interest in learning from the Agency's stablishing control of reviewed material.	ss atives
Engineering, DDS	rst phase of the relocation of the Office of Development & S&T, to the was completed on 24 October; the second this weekend will complete the Agency's move into the Plaza	
7. During visited terrorism/count	9 - 16 October Office of Medical Service where he briefed liaison officials on various aspects of erterrorism. A9c2.7	e\$5X1 25X1 25X1 25X1 25X1
WARNING NOTICE- SOURCES AND MET	- INTELLIGENCE HODS INVOLVED SECRET	

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8. The Safety Group, Office of Security, conducted an unannounced fire drill at the Headquarters Building on 22 October. The 13-minute evacuation time required to clear all personnel from the building is considered satisfactory.	25X1
9. Members of the Office of Security's Information Systems Security Group, along with representatives from the Office of Research & Development, DDS&T, met with the senior staff of the newly-established DoD Computer Security Evaluation Center at NSA to exchange information of common interest.	25X1
10. The Senior Officer Development Course is concluding the Analytical Block, the seventh week of the training program. The class will travel to Chicago next week to observe how large corporate organizations handle a wide range of management issues.	25X1
11. Mr. Peluses of the Foreign Service Institute (FSI) met with members of the Office of Training and Education to discuss our training for administrative officers. He has been tasked to examine our training in this area as a possible model for improving State's training of its administrative personnel.	25X1
12. Two studies by the Language School, Office of Training and Education, have been accepted for presentation at the Northeast Conference on the Teaching of Foreign Languages next spring. This conference represents the largest assemblage of secondary and college level foreign language instructors in the country.	25X1
13. Forwarded herewith is the second working group memorandum prepared by the staff of the Information Handling Systems Architect regarding the continuity and contingency aspects of the Agency's strategic plan.	25X1
	25X1
Attachment As Stated	

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